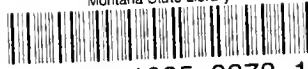


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STATE OF MONTANA
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
REHABILITATIVE SERVICES DIVISION
VISUAL SERVICES DIVISION

REHABILITATION FACILITIES PLAN
1981-82 ADDENDUM

***** For the Establishment and Improvement of *****

REHABILITATION WORK-ORIENTED FACILITIES
REHABILITATION MEDICALLY ORIENTED CENTERS

by

Walter R. Donaldson, Administrator
Rehabilitative Services Division
Visual Services Division

Helena, Montana

November, 1981

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DISCRIMINATION PROHIBITED

Title VI of the Civil Rights Act of 1964 states:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance".

Section 504 of the Rehabilitation Act of 1973 states:

"No otherwise qualified handicapped individual in the United States, as defined in section 7 (6), shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.".

Therefore, all programs and activities receiving financial assistance from the Department of Education must be operated in compliance with these laws.

F O R E W A R D

The 1981-82 Addendum of the Montana State Plan for Rehabilitation Facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facilities within the state. "Rehabilitation Facility" in Montana means:

1. The facility or host organization is legally constituted and the legal charter, constitution or official statement or purpose implies or directly states it provides rehabilitation services.
2. The major or primary purpose of the organization is to rehabilitate persons.
3. The organization is able to provide multiple services in an integrated and individualized manner.
4. It is anticipated that the organization will provide during the program year an official program which will be purchased under the Rehabilitation Act of 1973.

In this Addendum attention will be paid only to rehabilitation facilities with which the Rehabilitative Services and Visual Services Divisions have a special investment, that is specifically the rehabilitation work oriented facilities and the rehabilitation medically oriented facility indicated on the enclosed map. Because the Alcohol and Drug Abuse Division of the Department of Institutions is specifically involved in halfway house establishment, program maintenance and certifying as well as the granting of federal funds to such facilities only as vendors and occasionally as consultants in the certifying of such.

This twelfth annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968.

In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1968, this Addendum is designed to maintain the "State Plan" as a current and effective tool in notifying the population of Montana of two things: (1) the high quality rehabilitation facility services available to all individuals possessing physical and/or mental disabilities that are vocationally handicapping, and (2) the Rehabilitative Services Division's intent to support either directly via grants or indirectly through the purchase of vocational evaluation and work adjustment services what it considers to be the only key and necessary rehabilitation facilities in Montana (See Appendix C). Those particular facilities are discussed in this state Facility Plan Addendum. It is hoped that this Addendum will fulfill these purposes and that the handicapped people of Montana will benefit from the much needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services and Visual Services Division, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.

A handwritten signature in dark ink, appearing to read "W. R. Donaldson", is written over a horizontal line.

W. R. Donaldson
Administrator
Rehabilitation Services Division and
Visual Services Division

HISTORY

OF THEMONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1966, in accordance with the 1965 amendments, an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities and Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State Plan was set up in four phases identified as follows: (1) preparatory activities, (2) inventory and utilization of rehabilitation facilities, (3) determination of needs, and (4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of Montana's state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half day seminar

to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division (RSD), the Social Assistance Field Division, WIN, Social Security, Vocational Education, Montana Association for Retarded Citizens, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, Aftercare Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, Disability Determination Bureau, Crime Control Commission, Facility Directors and Board Members from Helena, Billings, Butte, and Eastern Montana. Some of these agency names have changed during continuing state reorganization efforts. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal years 1973 and 1974. Since then block funding has been implemented once. Unless the RSD Regional Office opinion of such changes to one of proponent, block funding will not be utilized again.

During fiscal year 1974 the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services. This de-institutionalization movement was the beginning of a totally separate service system and philosophy of service delivery for Montana's developmentally disabled, especially, the mentally retarded. Six (6) of the eight (8) rehab facilities reflected in this plan were expanded as a result of the Purchase of Service Contracts on behalf of the DD Adult population. Two facilities were newly established. Such a move has provided for more community utilization of rehabilitation facilities on behalf of the developmentally disabled, now the largest users of such facilities.

The effects of 1974 legislation were felt by rehabilitation facilities, and new legislation, pro-these facilities, initiated the following activities:

- I. A certification procedure, utilizing the survey and accreditation procedure of the Commission on Accreditation of Rehabilitation Facilities (CARF).
- II. A \$200,000 Extended Employment Program.
- III. The negotiation of state contracts for the purchase of products not exceeding five thousand dollars (\$5,000) with sheltered workshops and work activity centers without complying with competitive bid practices.

These three (3) products of the 1974 legislature were a result of the efforts of the newly organized Montana Association of Rehabilitation Facilities (MARF). Since that 1974 legislative session, the history of the rehabilitation facility movement in Montana has been contained in the implementation of federal and state facility legislation and in the well organized efforts of MARF.

Facility certification after CARF accreditation has been ongoing for seven (7) years. The eight (8) recognized rehabilitation facilities have been certified (Appendix C). The current policy of the Rehabilitation Services Division regarding facility accreditation and certification is stated in Appendix A. Such a policy does not yet exist for the Visual Services Division.

The Extended Employment Program in Montana was initiated as a result of lobby efforts by the rehabilitation facility directors and concerned parents and guardians of individuals who could benefit from these services. The policy describing the program intent for Extended Employment is contained in Appendix B.

This particular program was appropriated \$200,000.00 for implementation. The first year of the program, \$75,000.00 of the \$200,000.00 was given to the Developmental Disabilities Program to pay for extended employment services for only the Developmentally Disabled. The remaining \$125,000.00 was spent for such services on behalf of disabled individuals who did not qualify for any other funding source. Approximately 50 disabled individuals in five (5) facilities benefitted from the services the first year. The second year of the program, the total \$200,000.00 was set aside for all disabilities (other than Title XX eligible Developmentally Disabled individuals) needing the services. Approximately 75 individuals in six (6) facilities benefitted from the service. Again in fiscal year 1977, 75 individuals in six (6) facilities benefitted from the Extended Employment Service. 65 individuals in seven (7) facilities were recipients of Extended Employment Services in state fiscal year 1978 and 60 individuals were Extended Employment recipients in state fiscal year 1979. 63 people benefitted from Extended Employment in 1980. In 1981 57 people benefitted from Extended Employment Services. Also in 1981 the Legislature approved continuation of the program with an increase of \$15,000.00 a year, making the annual appropriation \$215,000.00.

During fiscal year 1975 an application was initiated to provide each of six (6) rehabilitation facilities with Innovation and Expansion (I & E) funds to hire a placement specialist to do job development, job placement and followup for the facility clients, with an emphasis on the severely disabled. That application was funded and the project began July 1, 1975. During the first year of that project, the facility job placement staff placed 163 handicapped people, of which 64% were severely disabled. 111 handicapped people (75 severely disabled) were placed the second year of the project. 120 individuals benefitted from the job development, job placement and follow up services during the third and final year of this project. A similar I & E project was initiated October 1, 1978, but in two new rehabilitation facilities.

Six of the rehab facilities involved in the original I & E job placement grant are now under contract to the Rehabilitative Services Division to continue the provision of job development, job placement, and follow up activities on behalf of vocational rehabilitation clients. Those five job placement efforts netted 193 22's for the state Fiscal Year ending June 30, 1979. Another special placement effort was initiated on a fee service basis at a sixth rehabilitation facility. The six special placement efforts netted 102 26's for the state fiscal year ending June 30, 1980. 1981 netted 150 placements.

Also, during fiscal year 1976 all eight rehabilitation facilities initiated program evaluation within their facilities to begin the measurement of overall program effectiveness and administration. Via these systems, data has been and will continue to be provided annually to the Rehabilitation Services Division in a Management Information System (MIS) format (Appendix D). This data allows the Division to make knowledgeable decisions regarding facility usage and funding.

While the facility legislation eliminating the necessity for competitive bidding on state agency purchases up to \$5,000.00 has been on the books since 1974, the use of this possibility by the state has not been broad based. Because of inactivity in this area, MARF was a lobbying force for state "set-aside" legislation during the 1977 session. The legislature did pass a bill requiring state department and other political subdivisions of the state to purchase products and services from sheltered workshops and work activity centers. This bill has been signed into law, and procedures for implementation do exist.

REHABILITATION FACILITY ADVISORY COUNCILS

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council existed for four (4) fiscal years, nor could exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the latter case, only if federal law or regulations require the creation of a facility advisory council as a condition for the receipt of federal facility funds.

However, during fiscal year 1976 an Advisory Council for the Rehabilitation Services Division was appointed by the Governor. The Visual Services Division also has had an Advisory Council since 1976. These two Councils for the Divisions are advisory in all phases of the vocational rehabilitation program. Thus, they are advisory to the rehabilitation facility movement in Montana. As advisor to the facility movement, the role of the Councils is as follows:

I. Purpose

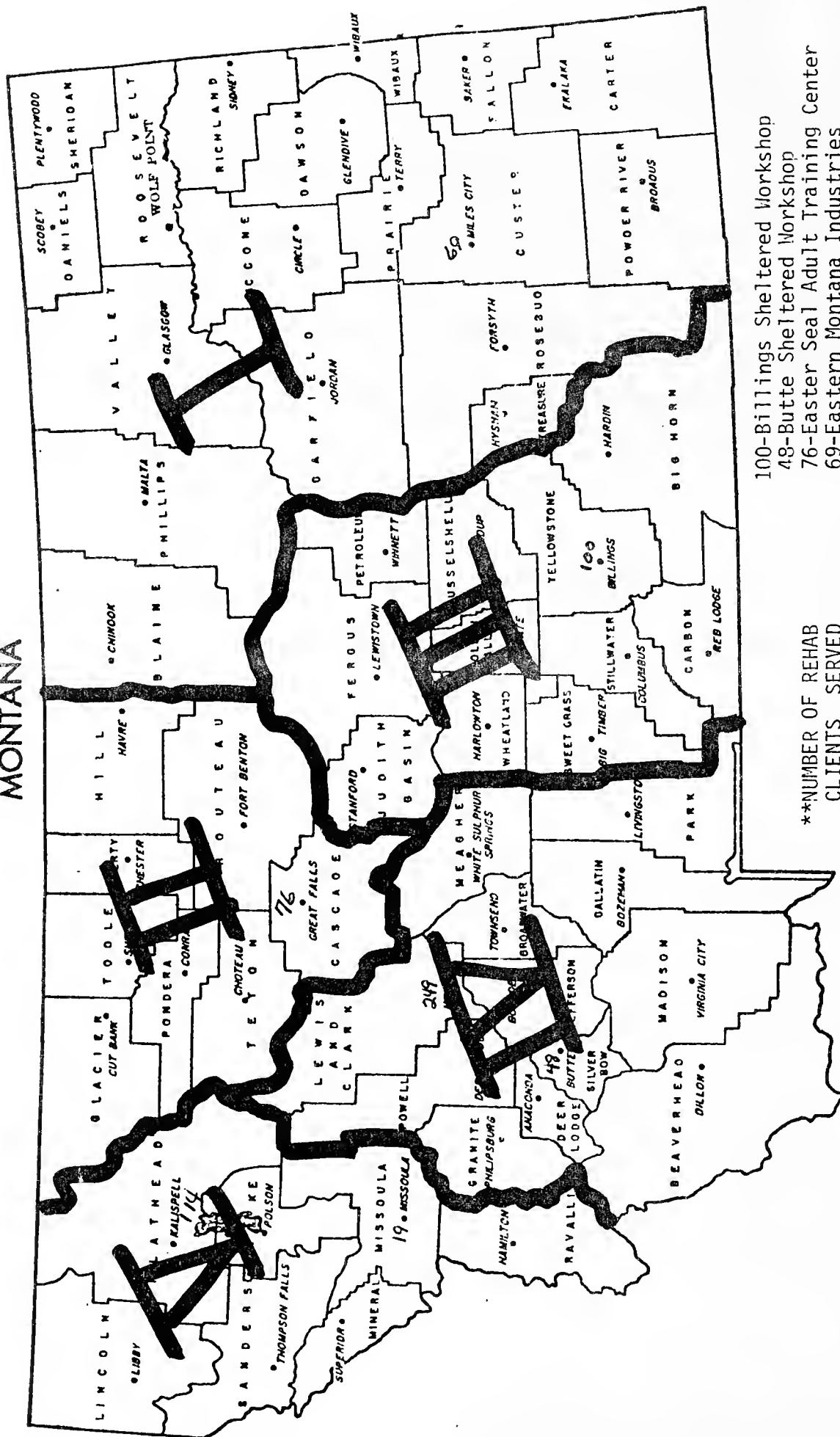
- A. Represent public and private interests as they pertain to rehabilitation facility planning.
- B. Serve in an advisory capacity to the rehabilitation agency facility staff.
- C. Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

II. Function

- A. The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.
- B. The Councils will advise on:
 1. Current status of rehabilitation facilities in Montana. (See Attachment C - 1981 - RSD Council Resolution).
 2. Immediate and long-range needs of Montana rehabilitation facilities.
 3. Requirements and standards for continuing program to evaluate such needs.
 4. The effectiveness of programs developed to meet these needs.

- C. The Advisory Councils, in addition, will be concerned with the following:
1. Sources of information to the planning staff as to problem areas of rehabilitation service deficiency.
 2. Methods of maintaining quality service and effective utilization of centers.
 3. Upgrading and expanding existing facilities prior to new development.
 4. Rehabilitation facility need based on population, geography, and disability factors.
 5. Development of a priority list for rehabilitation facilities.
 6. Methods of implementation of final recommendations to solve current needs.
 7. Independent Living rehabilitation.

MONTANA



**NUMBER OF REHAB
CLIENTS SERVED
IN FACILITIES:

- 100-Billings Sheltered Workshop
- 48-Butte Sheltered Workshop
- 76-Easter Seal Adult Training Center
- 69-Eastern Montana Industries
- 114-Flathead Industries for the Handicapped
- 249-Helena Rehabilitation Industries
- 19-Missoula Opportunity Workshop

BILLINGS WORKSHOP, INC.

200 South 24th Street
Billings, MT 59101

The Billings Workshop, Inc. is a private non-profit corporation which has been providing habilitation and rehabilitation to the disabled since January, 1971. It is governed by a twelve (12) member Board of Directors. A well-qualified staff of 26 persons provide the following services.

Work Adjustment Training

This is an individualized training program of developing good worker habits while the client is engaged in real work, producing marketable products and services in an actual work setting, supported by vocational counseling and classroom activities.

Clients referred for this service should be considered competitively employable in the near future.

Services in this program include training in general appearance, attendance and punctuality, worker attitude, worker characteristics, work performance, work quantity and work quality. Client progress in these areas is evaluated in individual monthly staffing sessions. The client also is exposed to a variety of work environments in the second hand store, woodworking, small assembly or janitorial areas. For these persons lacking occupational goals, vocational exploration activities are offered. As the client becomes competitively employable, he is referred for job seeking skills training in preparation for placement. After a client is placed, a one-year follow-up is provided to ensure successful placement.

Extended Employment

This service is designed for those persons who are not considered to be competitively employable in the near future. A wider spectrum of services is offered to these clients, ranging from training in such areas as personal hygiene, functional academics, appropriate interpersonal communication and behaviors to skill training in the real-work production area.

Progress of these clients is reviewed semi-annually in individual staffing sessions. If a client exhibits proficiency in all levels of evaluation, he may be referred to the Rehabilitative Services.

Vocational Evaluation

Vocational Evaluation is a diagnostic service designed to assess a person's work potential and work-related behavior. The evaluation process uses a standard but comprehensive system which includes the Valpar Work Component Series, JEVS job samples, dexterity tests, the Singer-Graflex system and supplemental psychometric tests. Clients referred to this service come from the Rehabilitative Services Division, School Districts, as well as occasional referrals from the Worker's Compensation Division, Vo-Tech, the Veteran's Administration, private insurance carriers and attorneys.

Job Readiness/Placement and Follow-up

This service is offered to persons who need assistance in selecting an occupation, learning how to find and how to keep a job. Following formal training, the client begins the job search with the assistance of the Job Placement Specialist. The counselor provides a one-year follow-up on clients after they have been placed on a job to ensure successful placement.

Certification and Licensing

The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year			Daily Caseload			Daily Capacity			% of Utilization			Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Billings Workshop, Inc. 200 South 24th Street Billings, (Yellowstone Co.) MT 9101 (406) 248-9115 Executive Director/Operations Director: Gail Neal Bill Fortune, Director of Programs Department Managers (Finance, Programs, Operations, & Market- ing) 1 Vocational Specialist 2 Behavioral Specialists 1 Program Coordinator 1 Job Placement Specialist 3 Administrative Support Staff 1 Educational Instructor 3 Program Training Assistants 1 Production/Program Trainer 2 Janitorial Crew Supervisors 1 Administrative Assistant 1 Pickup/Delivery 1 Production Foremen 1 Non-handicapped woodworking worker Barrier Free CARF: 1984	Workshop Vocational Evaluation Work Adjustment Training Extended Employ- ment Job Placement Vocational Counseling <u>Special Skills</u> Training Functional Academics Work Activities (vocational, pre-vocational, production skills) Vocational Counseling Behavioral Counseling Self-help Skills (limited) Referral to Support Services	Mental Retard- ation.....91 Mental Ill.37 Hearing Impaired...0 Cerebral Palsy.....5 Visually Impaired...1 Epileptic...4 Medical/ Orthopedic.46 Substance Abuse.....2 Learning Disability.2 <u>188</u>	100	66	22	20.1	55	84	21.2	58.5	0	95	94	100	Subcontracts: Small assembly bottling, packaging, collating, stuffing, and mailing. Contracts: Manufacturing wood products, and janitorial outside con- tracts Retail sales of building and construction mater- ials and wood products in garbage can racks, picnic tables Pin Flags Thrift Store

Facility Plan Inventory

BUTTE SHELTERED WORKSHOP, INC.

207 South Montana Street
Butte, Montana 59701

The Butte Sheltered Workshop is a private, non-profit corporation, that has been serving handicapped people for sixteen years. The Workshop is governed by a board of directors and services are provided by a nineteen member staff.

The primary goal of the Butte Sheltered Workshop is to provide vocational adjustment, social adjustment, sheltered employment and coordinate supportive community services to mentally and physically disabled individuals, in order to maximize their independent living capabilities and to obtain an earned income.

The services provided the Workshop are briefly described below:

VOCATIONAL EVALUATION: A ten day program which explores and assesses an individual's interests, skills, and abilities. This is done through the use of work samples (including the Singer-Graflex and Valpar systems), psychometric tests, interviews and actual work tryouts, both within the agency and on outside job sites.

At the conclusion of the Evaluation, the Vocational Evaluator's observations and recommendations are reported to, both the evaluatee and his referring counselor. The report addresses the evaluatee's feasibility for employment, his vocational assets and limitations and the steps needed to ready him for competitive employment.

EXTENDED EMPLOYMENT: Extended employment provides work experience and prevocational training for those clients who are not ready for competitive employment. Individual instruction in various work skills, proper behavior on the job, appropriate grooming and hygiene, and academic skills are provided to the clients in this program.

The clients work in the production area of the Workshop, on contracts, sub-contracts, manufacturing and other work projects which give the client a wide variety of paid real work experience.

The client may also attend pre-vocational skills classes which will focus on academic and social adjustment goals.

The combination of work training and pre-vocational training is designed to enhance the client's employability and maximize their earnings in a sheltered environment.

WORK ADJUSTMENT TRAINING: Work adjustment is an orientation to the World of Work. It is a treatment training process using work in assisting the individual in understanding the meaning, value and demands of work. The ultimate goal is the return of the individual to the competitive labor market.

Short range training goals are:

1. Improving self esteem
2. Building work confidence

3. Improving interpersonal relations-supervisors and peers.
4. Improving hygiene and grooming.
5. Improving physical stamina on the job.
6. Improving concentration.
7. Improving the quality and quantity of the client's work.

Counseling and behavior modification techniques are also utilized in helping the client attain his/her goals.

The client, in work adjustment training, works in the production areas of the Workshop, on sub-contract or manufacturing. They are paid based on their productivity.

RESIDENTIAL SERVICES: A home-like environment is the major element that is provided through two adult community homes in Butte, serving a maximum of eight residents in each home.

These residential services are provided by the Butte Sheltered Workshop, to developmentally disabled individuals in an environment which includes varying degrees of training and supervision. The major goal of residential services is the provision of instruction and intervention in accordance with the developmental model and the principle of normalization, which is directed toward skill acquisition in order to increase personal independence.

These adult community homes are licensed, alternate living arrangements which provide room and board, training in self help skills and home and community life skills.

PRE-VOCATIONAL SKILLS: The Pre-Vocational Skills program is designed as a social adjustment program, providing the client social skills, academic skills, functional living skills, and work activity skills, which will enable the individual to achieve social independence, decrease dependency and increase their productivity.

The program utilizes group and individual instruction in such areas as grooming and hygiene, coin recognition and money management, basic math and time telling, language skills, personal safety, shopping and community awareness.

The program also provides a music therapy program which focuses on peer interaction, body recognition and creative development.

Physical fitness and recreational opportunities are an integral part of the program. The client may participate in bowling, swimming and a weekly physical fitness class.

The pre-vocational skills program addresses the specific needs and educational deficiency of each person enrolled in the program.

FOOD SERVICE TRAINING: The purpose of the food service program is to instruct handicapped men and women in food service areas, such as: kitchen helpers, salad girls/boys, steam table helpers, pot scrubbers chef's helpers and in kitchen maintenance.

The clients are trained in the following aspects of food service:

1. Personal hygiene and the importance of good grooming.
2. Rules of conduct, relationship with other employees and employers.
3. Safety rules.
4. Job opportunities.
5. Care and use of equipment, stationary pieces, small appliances and hand tools.
6. Sanitation in food handling.
7. Food preparation, salads, beverages, vegetables, baked products, desserts, soups and etc.
8. Methods of service, table setting, cleaning of all equipment, floors, tables, etc.

The type of instructional methods to be used are demonstration, for the most part, accompanied by observation and instruction, supervised job instruction, repetition, audio-visual materials and, if feasible, some printed instruction.

The program is designed to provide actual situations as realistic as possible, that a client would find in restaurants, hospitals, and institutions. It provides on-the-job training as they assist in preparing a meal a day for approximately 60 people.

The Butte Sheltered Workshop has received excellent cooperation from the Southwestern Regional Mental Health Clinic and Easter Seal Center, School District #1 Special Ed Department, and other local agencies in a joint effort to provide the best possible service for the handicapped.

The Workshop is certified by the U.S. Department of Labor, to provide evaluation and training services and work activities. The Commission on Accreditation of Rehabilitation Facilities has given the Workshop a three year accreditation.

FUNDING: Funding of the Workshop is by the Rehabilitation Services Division, Developmental Disabilities Division, United Way, donations, federal and state grants and production income.

The Workshop is located at 207 and 209 South Montana Street and the residential living centers at 1500 Cobban and 830 West Broadway.

EASTERN MONTANA INDUSTRIES

P. O. Box 636
Miles City, MT 59301

During the tenth year of its operation, this private, non-profit facility is offering the following service system.

Work Activities Center - The Work Activities Center provides for Independent Living Skills Training and Vocational Training in a wide variety of skills. Vocational Training is the primary emphasis of the program but it is supplemented by Independent Living Skills Training and Intensive Training.

Intensive Training Unit - The Intensive Training Unit (ITU) was created in late Fiscal Year 1977 to meet individual training needs for skills prerequisite to entry to one of the other programs or advancement to another step of training. An extremely wide variety of programs are available to all Work Activity Clients, ranging from basic self-care skills, elementary on-task behavior, to functional academic training. The ITU also acts as an intake and orientation program for new WAC clients. Each newly enrolled client spends his or her first two weeks to a month at EMI in the ITU where precise observation and evaluation are used to develop the Individualized Habilitation Plan.

Work Adjustment Training - Work Adjustment Training (WAT) focuses on the client's acquisition of Positive Worker Traits such as: punctuality, attendance, good personal hygiene, cooperativeness, high quality and quantity of work, and positive work attitudes. This emphasis will help the client adapt to any work setting because these traits are common to all work environments. Additionally, WAT clients receive classroom training in Job Seeking Skills, World of Work, and when appropriate, Adult Basic Education and Drivers Education are also available to clients in this program.

Vocational Evaluation - This program is a Work Sample Evaluation System. This process assesses the client's productive potential through simulated work stations. Clients are exposed to a number of simulated job tasks they might encounter on a job, such as in reasoning, judgement, and overall organizational ability. The client is then rated on attitude, speech, quality, dependability, and punctuality. An attempt is made to realistically assess the vocational potential of each client. This program remains mobile in order to serve clients in their home towns, and covers an area encompassing over 90,000 square miles.

Transportation - Transportation Services are available to all individuals participating in any program at Eastern Montana Industries, for the purposes of, but not limited to, transportation to and from the facility, medical and dental appointments, and any ancillary services provided for in the resident community.

Group Home - The two Group Homes are a seven day a week, full time program. The trainers are involved in the training of eight clients in each home in personal care skills, self-help skills, and community living skills. Training includes areas such as dressing, grooming, bathing, cooking, laundering, money management, use of community services such as transportation and recreation. The emphasis of the home is to individualize the program to aid the client in acquiring the skills necessary to become an active, integral member of a home living situation.

Semi-Independent Living -Semi-Independent Living Training is available to clients who are capable of living with minimal supervision, and can handle most day to day functions. They receive training designed to promote their independence in daily living skills such as cooking, hygiene, budgeting, use of checking accounts. Most clients in this program live in their own apartments and are visited routinely by the trainer.

EASTER SEAL ADULT TRAINING CENTER

4400 Central Avenue
Great Falls, Montana 59401

The Easter Seal Adult Training Center is a training facility serving developmentally disabled (mentally retarded, epileptic, and cerebral palsy), physically disabled and emotionally disabled adults. The program is funded in part by a contract between the Easter Seal/Goodwill Industries of Montana, Inc. and the State of Montana Department of Social and Rehabilitation Services (SRS). Easter Seal/Goodwill Industries of Montana, Inc. is the program vendor with Adult Training being a Division of Easter Seal/Goodwill's state wide services. Other funding is provided through Easter Seal/Goodwill contributed income, local school district service fees, income generated in the Adult Training commercial area and other sources.

The Adult Training Center is responsible to the Easter Seal/Goodwill Industries Board of Directors and to the local Adult Training Advisory Board. The Adult Training Center itself is administered by one director and twenty-seven other staff consisting of: two program directors, one director of manufacturing and sales, one job placement specialist, four program managers, one department manager, eight production supervisors, four supplemental services trainers, one assistant supervisor, one administrative assistant, one secretary, one book-keeper, one chief engineer, and one custodial assistant. Other staff provided by the Easter Seal Society for use by the Adult Training Center are: one personnel officer, and one accountant.

PROGRAM AND PROGRESS REPORTS. The mission of the Adult Training Center is to provide work activity, vocational assessment, work adjustment, extended employment, and placement services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize the individual's vocational potential and earned income ability. It is further the purpose to maintain responsiveness to the current and future needs of handicapped individuals.

Referrals to the Adult Training Center may come through a variety of agencies, including: The Montana Department of SRS, School District, and others. A community wide needs assessment team is responsible to finally determine the most appropriate program services for the client. A facility screening committee assists in initiating the service.

WORK ACTIVITY PROGRAM. The goal of the work activity program is to provide extended training, pre-vocational, and work oriented production training, and supportive services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize their earnings while in a sheltered or semi-sheltered environment and their capabilities to progress into a less restrictive training or employment environment.

As appropriate, clients are exposed to real work situations, with varying degrees of supervision, in order to provide training and specific work skills, work attitudes and behaviors appropriate to a work setting. Clients also participate in an individual supportive service program designed to remediate deficiencies in a wide range of work related skills such as money recognition and use, time telling, hygiene and basic health, safety and job seeking skills.

VOCATIONAL SERVICES PROGRAM

1. Evaluation and planning is designed to assist injured and handicapped workers and to develop appropriate vocational goals. Real and simulated work tasks and a variety of diagnostic assessments supplemented by medical, social, educational, vocational, and psychological data are utilized to assess specific and general skills and abilities, aptitudes, and interests, personality and temperament, values and attitudes, motivations and needs, physical capacity and work tolerance, educability and trainability, social skills, work habits and employability.
2. Work Adjustment Training is a short term training program designed to increase physical and/or emotional tolerances for work pressure, build self-confidence, develop acceptable work habits and attitudes, and provide work experience, work history and work record. Assignment to a variety of work stations and individual counseling are utilized.
3. Extended Sheltered Employment provides employment in a sheltered environment to improve work tolerance and productivity.
4. Career Development and Placement provides job development services as well as counseling to develop an individualized placement plan, career exploration, placement support and follow-up services.

1	2	3	4		5		6		7		8					
Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year		Daily Caseload		Daily Capacity		% of Utilization		Types of Contracts/Subcontracts					
			Rehab	Title XX Other	Rehab	Title XX Other	Rehab	Title XX Other	Rehab	Title XX Other						
EASTER SEAL ADULT TRAINING CENTER 4400 Central Avenue Great Falls, Montana 59401 (406) 727-3151 Cascade County Director: Sally Cerny Patricia Kercher - Vocational Services Program Director (RCP) Donna Grummer - Work Activity Program Director (RCP) 4 Administrative Staff 2 Program Directors 1 Director of Manufacturing and Sales 1 Health Education 1 Job Placement Specialist 4 Department Managers 8 Production Supervisors 4 Supplemental Service Trainers 1 Assistant Supervisor 1 Chief Engineer 1 Assistant Custodian Barrier Free CARF: 1983	VOCATIONAL SERVICES		76	78	0	13	73	0	20	72	1	87%	102%	42%	Woodworking - Stakes and Pallets ***	
	Work Adjustment Training	Cerebral Palsied-not DD	3													Wooden Toy and Gift Manufacture ***
	Job Seeking Skill Training	Mentally Retarded DD	90													Sewing --Flannel Mitts Vests, Placemats, Draperies, Newsbags, Misc. Gift Items ***
	Career Development	Epileptic	3													Mailings ***
	Job Placement and Follow-up	Cerebral Palsied	0													Hospital Admission Kit Packaging ***
	Generic Work Experience	Mentally Ill-25														Picture Framing (Barnwood Oak) ***
	Vocational Assmnt. On-The-Job Evaluation	Blind	2													Decorative Glass Assembly ***
	Functional Academics Referral to Other	Deaf	3													Outdoor Maintenance ***
	Community Services Independent Living															
	Skill Assessment Out Reach Training															
WORK ACTIVITY PROGRAM																
	Pre-Vocational Skills Training	Orth/ Med Disabled	20													
	Work Orientated Pro- duction Skills Training	Char/Pers Disorder	6													
	Referral to Other In- ternal Programs & Community Support Services	Addictive Disorder	4													
	Functional Academics	Total	156	76	78	0	13	73	0	20	72	1	87%	102%	42%	

FLATHEAD INDUSTRIES FOR THE HANDICAPPED

305 Third Avenue East
Kalispell, Montana 59901

Flathead Industries for the Handicapped (FIFTH) is a non-profit, community based program, whose purpose is to provide habilitation and rehabilitation services, including living skill and employment skill training, residential and supportive services to handicapped adults and children in order to enhance their integration into the community and to assist them in obtaining an earned income. It is governed by a volunteer Board of Directors, and is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Flathead Industries was incorporated in December of 1973 and at that time assumed from the Flathead Association for Retarded Citizens the responsibility of establishing community-based programs for the developmentally disabled in Flathead County. In May of 1974 a full-time Work Activity program for adults was established using recycling operations as a means of providing training and employment. In November of 1974 the Work Training Center was opened and began offering a wide range of training, recreation, social development and work experiences for the developmentally disabled. The FIFTH Thrift Store was opened in December of 1976 and offers sales of donated merchandise including clothing, furniture, appliances, and other household items.

Over the years a variety of vocational and residential programs and services have been established in order to provide a comprehensive range of services to all handicapped individuals in the Flathead Valley. A mobile recycling unit was established this year to serve the communities of Whitefish, Columbia Falls and Bigfork.

Programs and services presently offered include: Work Activity, Sheltered Employment, Vocational Evaluation, Work Adjustment Training, Extended Employment, Job Placement, Basic Skills Training, Community Living Skills Training, Outreach, Residential Services, Respite Care and Transportation. Services are made available through third-party sponsorship. Funds are presently made available for clients services through the use of Federal Title XX monies and contractual arrangements with the Developmental Disabilities and Rehabilitation Services Divisions of Social and Rehabilitation Services (SRS).

Flathead Industries is approximately 50 percent self-supported by means of production income and community donations. Services and employment are provided to all handicapped individuals, without regard to race, color, creed, sex or handicapping condition.

Referrals are reviewed and acted upon by the Needs Assessment/Area Screening Committee which meets on a monthly basis. Individuals or families requesting services may do so through the D.D. Case Manager or local Rehabilitation Services counselors.

1 Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year		5 Daily Caseload		6 Daily Capacity		7 % of Utilization		8 Types of Contracts/Subcontracts
Lathead Industries for the Handicapped 105 Third Avenue East Misspell, Montana 59901 755-7656 Flathead County EXECUTIVE DIRECTOR: William J. Crivello CONTACT PERSONS (RCPs): Terb Keating, Vocational Services Director Jean Meyers, Residential Services Director Dan Evans, Director of Production STAFF: 1 - Vocational Evaluator 1 - Vocational Evaluation Technician 1 - Work Adjustment Coordinator 1 - Work Adjustment Supervisor 1 - Placement Specialist 3 - Production Managers 4 - Vocational Skills Instructors 4 - Basic Skills Instructors 2 - Trainers 1 - Driver 3 - Group Home Managers 1 - Residential Trainers & Relief Staff 3 - Clerical/Administrative Staff BARRIER FREE BARR: 1982 Work Activity Personal and Social Development Facility Plan Inventory 04 Timetable of Compliance on Record	Work Activity Program Sheltered Employment Thrift Store Recycling Center Rehabilitation Program Residential Program 3 Adult Group Homes 1 Children's Home 2 Sponsored Adult Homes (privately operated) SERVICES PROVIDED Work Adjustment Trng Vocational & Pre-vocational counseling Job Placement Independent Living Skills Training Basic Education Skills Training Residential Services and Training Sex Education Motor Skills Develop. Social/Recreational Skills Training Community Mobility Job Seeking Skills Training Semi-Independent Living Training Outreach Training Vocational Evaluation Extended Employment	65 Mentally Retarded - DD 4 Cerebral Palsy DD 2 Epileptic - DD 8 Mentally Ill 10 Char/Personality Disorders 67 Orthopedic/other disabilities 1 Addictive Disorders 20 Mentally Retarded non-DD 1 Cerebral Palsy non-DD 2 Epilepsy non-DD	Rehab 114	Rehab 52	Rehab 16	Rehab 49	Rehab 21*	Rehab 48	Rehab 76%	Rehab 102%	Subcontracts & Prime manu. Packaging Assembly Collating & Bulk Mailing Button making Popcorn (cooking & boxing) Rag making Labor Crews Christmas wreath rings Incense Packaging Nail Packaging Brick Refurbishing Hard Hat Cleaning Gardening Sale of Donated Items Recycling: Aluminum Glass Steel Outside Work Stations Construction Helper Appliance store delivery assistant Restaurant dishwasher Motel maid service Inventory clerk-auto parts Cemetery Laborer Forest Service CoffeeShop Manager Hatchery Laborer

*includes vocational evaluation, work adjustment training, outreach and extended employment. Placement varies

HELENA REHABILITATION INDUSTRIES

1325 Helena Avenue
Helena, MT 59601

Helena Rehabilitation Industries is located in Helena, Montana with it's main offices at 1325 Helena Avenue. The main plant houses the sub-contract shop, wood products and needle trades manufacturing. A wood box manufacturing plant is located at 1820 Lyndale and a Shoe Repair Training Center at 1421 Helena Avenue. Administrative offices are located at 1336 Helena Avenue.

The facility is a private, non-profit corporation governed by a volunteer Board of Directors.

The mission of Helena Rehabilitation Industries is to assist intellectually, emotionally, physically, socially, educationally, and vocationally handicapped persons achieve their maximum level of economic, physical and social independence through the provision of evaluation, employability development, training, counseling, extended employment, placement and other related support services. In order to accomplish their mission, Helena Rehabilitation Industries has a staff of over 35 persons who bring to the clients an average of four years of education beyond high school and an average of approximately 10 years of experience in working with handicapped persons.

The following is a description of all program offerings at Helena Rehabilitation Industries (HRI).

Vocational Evaluation and Career Development - The goal of the Vocational Evaluation Program is to help the client select an occupation appropriate to his needs and to outline the steps by which this occupation can be achieved.

This program uses a battery of occupationally-oriented tests which assess an individual's achievement levels, mental ability, aptitudes, dexterities and other skills as these relate to the world of work. With such instruments, general occupational strengths and weaknesses can be ascertained. The Hester Evaluation System and selected work samples from the Singer and Valpar systems are then administered to pinpoint the job families in which the client would have the greatest chance to succeed. Accompanying the testing and the job samples are observations of behavior that predict the client's performance in the occupations simulated by job samples. This includes observations of the client's organizational skills, ability to take instruction and criticism, and other skills required to successfully obtain and hold a job.

Vocational evaluation takes three to five days (average of four days) to complete, depending on the abilities of the person being evaluated. Upon completion of the evaluation, an exit interview between the client and evaluator is held. The general and specific employment strengths and weaknesses are discussed and, upon approval of the client, and the referring Vocational Rehabilitation counselor, recommendations are made as to the vocational goals the client should pursue. In the written evaluation report a series of program goals are established to effect removal of employment hinderances, if any, in order to obtain employment in the area recommended by the evaluation staff.

The types of individuals served in the Vocational Evaluation Program may have one or a combination of several disabilities which affect employment potential, including physical, mental, and/or emotional handicaps.

Work Adjustment Training - The goal of the Work Adjustment Training Program is to assist mentally, physically, educationally and socially handicapped persons in the development of positive attitudes and behaviors in order that they may obtain suitable competitive employment.

The above goal is accomplished through a combination of counseling, educational services and actual work in manufacturing and/or contract shops. Each client is aided in establishing attainable vocational goals relative to the findings of their vocational evaluation and their own personal objectives.

After their performance in a work setting has been observed and a conference is held with the client, a formal, individual plan or contract is drawn up to assist the client in overcoming those skills deficits which impede them from becoming competitively employable.

Specific work related skills which are dealt with include: attendance, attitude toward criticism, co-workers, and supervision, quantity and quality of work, academic skills, personal assessments, confidence and community adjustments as they apply to the client's vocational goal.

Clients of Helena Rehabilitation Industries are placed in work adjustment for one of two reasons: (a) their employment hinderances can be overcome in one to six months, (b) to evaluate whether they would be better served in other programs.

Shoe Repair Training Program - The goal of the Shoe Repair Training Program is to provide the trainee with the necessary skills to become competitively employed in the area of shoe and boot repair.

The program is a 16 week long pre-apprenticeship training program of intensive training in all phases of shoe repairing. Upon completion of the program the trainee is competent in the basic fundamentals and procedures of shoe repair, thus entering employment as a productive employee and a real asset to the shoe repair industry. All training is conducted using up-to-date equipment and textbooks and involves work on actual shoes.

In order to succeed in the Shoe Repair Training Program, a person should possess the following skills and abilities. Dexterity to use hand and power tools well, average reading ability, the ability to follow complex, progressive instructions, average mechanical comprehension, ability to meet the public, ability to make change and handle money, and the ability to use measuring instruments.

Job Placement Services - The goal of the Job Placement Program is to place in competitive employment those clients who have reached the necessary skill level.

In order to reach this goal, the Job Placement Specialist has developed a variety of contacts with business and industry in the Helena area who

employ clients as direct hires, or will agree to give them on-the-job, or work experience training.

The Placement Program provides the clients with counseling while on the job and regularly schedules follow-up visits to the business to check on the progress clients are making.

The Program also features job readiness classes and job application and interview classes in order to better prepare clients for competitive employment.

Home Personal Adjustment Training - The goal of the Home Personal Adjustment Training Program is to provide outreach training to the physically, emotionally, mentally, and socially handicapped persons for the development of basic community living skills. These skill areas include personal grooming, home management, shopping, cooking, budget management and socialization.

The above goal is accomplished through a combination of counseling, one-on-one instruction and actual community performance, all under the supervision of the outreach trainer.

After each client is observed in a living setting, an individual program plan is developed to assist the client in overcoming those skill deficits which impede their living independently in the community.

Clients are placed in the Home Personal Adjustment Training Program when they lack the skills necessary for independent living in the community.

V. R. Extended Employment - The goal of the VR Extended Program, is to provide work training and other supportive services to the more severely mentally and physically handicapped client, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them for possible competitive employment.

Persons served by this program are those determined to require more than six months of work adjustment training and who have not been diagnosed as developmentally disabled, thus are ineligible for Title XX services.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in VR Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the VR Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment training for placement outside the agency.

In order to assist the individual in the VR Extended Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is developed and utilized.

Title XX Extended Employment - The goal of the Title XX Extended Program is to provide work training and other supportive services to the more severely mentally and physically handicapped client, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them for possible competitive employment.

Individuals served by this program are Developmentally Disabled persons as defined by being either epileptic, mentally retarded, cerebral palsied, or any other nervous disorder that has to be treated like the above. The disorder must occur before the age of 18.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in Title XX Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the Title XX Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment for placement outside the agency.

In order to assist the individual in the Title XX Extended Employment Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is developed and utilized.

Basic Education and Skill Training (BEST) - The goal of the Basic Education and Skill Training Program, is to develop and/or increase the skill level for lower functioning adults entering Helena Rehabilitation Industries Extended Employment Programs.

This program utilizes a much closer client-staff ratio than in other programs, which utilizes detailed individual programming and behavioral change techniques specifically designed to assist the participants in the program to become more productive in their work at HRI.

All individual programs are of a vocational nature, and the tasks the participants perform closely resemble tasks that are done on the work floor. Other activities that take place in the program are such things as instruction in personal grooming and hygiene, development of appropriate work behaviors, speech therapy and occupational therapy, when appropriate and possible.

Special Work Adjustment - The goal of the Special Work Adjustment Training Program, is to provide trainable mentally retarded special education students of the Helena school district with a comprehensive program of education, work development and related services to enable

them to transfer to other vocational and rehabilitative programs.

The program involves the students in three general areas: academics... home-living skills... pre-vocational skills. The program includes some basic academics, (functional reading and math), housekeeping and cooking skills, personal hygiene and grooming, and arts and crafts. Actual work in the manufacturing shops at Helena Rehabilitation Industries is also provided to the students.

The program is totally individualized and based on the individual needs and abilities of the students services, in order to prepare the students to be semi-independent in their living skills and vocational placement.

Maintenance/Janitorial Training - The goal of this program is eventual placement of the client in business, industry and other locations doing this type of work. Clients are trained by professional maintenance staff utilizing modern equipment and cleaning materials in business locations throughout Helena. When this skill is learned adequately and other negative attitudinal and behavioral characteristics have been modified, the client is referred to the HRI placement specialist for employment.

Manufacturing and Sub-Contracting Lease at HRI- This is the core of all training since clients are being trained to work in competitive employment if at all possible. The wide diversity of work stations permits HRI staff to explore the client's potential for eventual placement. Sales and production employees work together with rehabilitation staff in coordinating the work experience for the client. The payment of wages to clients, regulated by the Department of Labor, becomes an index of their productivity and readiness for employment.

Other Supportive Program Services - Helena Rehabilitation Industries has agreements with other agencies to provide such services as audiological testing, speech therapy, physical therapy and nursing services.

In addition, staff members at Helena Rehabilitation Industries teach classes in such areas as assertiveness training, use of measuring devices, basic mathematics and grooming and personal hygiene.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year		5 Daily Caseload		6 Daily Capacity		7 % of Utilization		8 Types of Contracts/Subcontracts
HELENA REHABILITATION INDUSTRIES, INC 1325 Helena Avenue Helena, MT 59601 (406) 442-8632 Lewis and Clark County President: Robert L. Hall Exec. Vice President: Mike Bullock Director of Evaluation and Career Development: Robert Hetrick Program Director: Dawn DeWolf Vice President, MFG: Bill Roberts 2 Department Heads - 6 Supervisors 4 Foremen - 1 Vocational Counselor 1 Counselor Specialist (Vocational) 1 Counselor Educational Specialist 1 Placement Specialist 3 Vocational Evaluators 1 Behavioral Training Specialist 1 Sales and Marketing Manager 1 Shoe Repair Instructor 1 Janitorial Training Instructor 1 Outreach Trainer 1 Outreach Trainer Aide 1 Special Education Teacher 1 Special Education Teachers Aide 7 Clerical Barrier Free ***** CARF: 1982	SHELTERED WORKSHOP Vocational Evaluation Career Counseling Vocational Counseling Work Adjustment Training Home Personal Adjustment Training JOB PLACEMENT On-The-Job Training Work Experience Placement Home Personal Adjustment Training SHOE REPAIR TRAINING Upholstery EXTENDED EMPLOYMENT Basic Education Skill Training Home Personal Adjustment Training PUBLIC SCHOOL Special Work Adjustment Training	Mentally Retard Mentally Ill Deaf Cer. Palsied Blind Epileptic Addictive Orth. Disab. Trainees in Shoe Repair Project PRIME SWAP Total	25 147 0 9 4 3 2 59 20 98 12 249	45 5 1 5 1 1 20 98 10 128	32 44 16 44 16 44 32 44 16 44 428	59 44 18 54 100% 89% 100% 89%	Rehab Title XX Rehab Title XX Rehab Title XX Rehab Title XX Other	Other Title XX Other	SMALL CONTRACTS Bulk Mailings Packaging Golf Tees Small Assembly Occupational Light Manufacturing WOODSHOP Pallets-Hubs-Lath-Stakes Picnic Tables-Trailer Steps-Miner's Wedges- Bridging-Misc Wood Mfg- Steel Office Furniture- Reconditioning SHOE REPAIR Shoe Repair Sales Upholstery BOX PLANT Manufacture of Large Plywood Shipping Containers NEEDLES TRADES Manufacture of Knapsacks Forest Service Fire Fighters - Other Products		

MISSOULA OPPORTUNITY WORKSHOP

1005 Marshall Street
Missoula, MT 59801

Opportunity Workshop has existed in Missoula since its initial establishment in 1955. Through the years the organization has evolved into the current non-profit corporation providing vocationally oriented training services to approximately 60 handicapped adults per day. The corporation is governed by a board of directors representing a variety of professions, businesses, industries and interests in the local community and is dedicated to the provision of quality services.

Staff: The 16 staff at Opportunity Workshop have experiences and education in a variety of backgrounds with an emphasis on the use of very systematic training orientation designed to accomplish clearly, specified client goals and objectives within projected time frames. Twelve of the 16 staff work directly and actively with clients involved in a 6 hour work/training day.

Goals: The two primary goals of the organization: the maximization of client economic independence and habilitation (using and contributing to the community) are accomplished with the cooperation and financial assistance of both the Rehabilitation Services Division and Developmental Disabilities Division of the Department of Social and Rehabilitation Services of the State of Montana; United Way of Missoula County; and various self generated revenue.

Clients: Clients receiving services are 18 years of age and older and might have cerebral palsy, epilepsy, physical or medical handicaps or might be mentally retarded. The emphasis however is on enhancing the positive qualities which the person might have while assisting the individual in overcoming any skill deficits.

Opportunity Workshop provides training services within the following six program areas:

1. Work Activity Program
 - a. basic skills
 - b. self-care skills
 - c. interpersonal and communication skills
 - d. functional academic skills
 - e. attendance skills
 - f. safety skills
 - g. vocational skills
2. Work Adjustment Program

Training Services within this program area are designed to increase the quality and strength of a variety of work-related behaviors such as following instructions, cooperation with supervisors and fellow workers, working independently, correcting one's own errors and so forth.

3. Placement Program

Once the client has demonstrated sufficient success within the work adjustment phase, that person proceeds into the next component of the placement sequence...the client is assisted in acquiring competitive employment within the community. Training services would focus on job finding skills, completing an application and interview, as well as on-site follow-up after placement as required by the individual client.

4. Outreach Program

Services provided by staff at Opportunity Workshop within this area include assistance in locating suitable living arrangements, transportation, leisure activities or other activities which support successful placement in the community as a competitive and contributing employee.

5. Extended Employment

For those individuals who are not ready to enter into a program directed at competitive employment situations, Opportunity Workshop offers employment in a variety of sheltered work areas. A wide range of work skills are taught within this program while simultaneously enabling the client to earn a wage.

6. Transportation

For clients living within the Missoula area, transportation is provided between the residence and the facility.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year		5 Daily Caseload		6 Daily Capacity		7 % of Utilization		8 Types of Contracts/Subcontracts
Opportunity Workshop 1005 Marshall Street Missoula, MT 59801 (406) 721-2930 Missoula County Director: Jim Atkins 2 Department Managers 4 Instructor/Supervisors 4 Aides 1 Work Adjustment Trainer 1 Placement/Outreach Specialist 3 Clerical/Support BARRIER FREE CARF: 1983	WORK ACTIVITY ***	Mentally Retarded	15	53	5	50	4	48	125	104	Wood Products Stakes Lath Bridging Pallets Wedges
	WORK ADJUSTMENT ***	Cerebral Palsied	1	2							Lettershop/Mailing Collating Stuffing Sorting Labeling
	PLACEMENT - OUTREACH ***	Epileptic	4								Packaging (misc) Assembly (misc)
	EXTENDED - EMPLOYMENT ***	Medically Handicapped	1								Janitorial Services
		Deaf									Food Service
		Visually Handicapped	1								Furniture Refinishing
		Other	3								Grounds Maintenance
TOTAL			76	55	0	5	50	0	4	48	0
			19						125	104	0

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This document contains no narrative or inventory on the Missoula
Rehabilitation Center because it is in the process of a merger
with the Community Hospital of Missoula.

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PLANNING ACTIVITIES

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitation services to the greatest number of handicapped.

The concerns in making a judgment on requests for funding development and expansion are the need for what is requested and the needs of already existing programs. In other words, a discrete decision is called for that will promote the quality of the already existing facilities.

The priority regarding Montana's rehabilitation facilities is the strengthening and expansion of the eight (8) current quality facilities to their highest level of achievement in service provision.

Four (4) ways of achieving this priority are:

1. The inclusion of facility staff in as many RSD/VSD staff development sessions as appropriate. This has been and will continue to be an ongoing policy.
2. The specific provision of some state and/or regional in service tailored to facility staff needs.
3. The provision of facility technical assistance (TA) under both the Federal TA and the proposed State TA programs.
4. The awarding of limited grants when the need is well justified.

In addition, the Rehabilitative Services and Visual Services maintain close relationships with all planning and funding agencies so that cooperative projects and joint funding can continue to be implemented to increase services to all disabled individuals in Montana.

STANDARDS FOR FACILITIES AND PROVIDERS OF SERVICES

Appendix A

GENERAL PURPOSES OF STANDARDS

- (1) The state Division has established and will maintain standards for the selection of facilities and personnel utilized in providing services to handicapped individuals that will assure a high quality of service.
- (2) Types of Facilities
 - (a) It is the policy of the State Division to use whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Main factors in the selection of facilities in all cases are the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered.

(3) Standards for Hospitals

(a) The State Division will give preference to hospitals approved by the Joint Commission on Accreditation of Hospitals, and which have more than 100 beds, with well developed surgical and specialty services, medical social services, and therapy departments. Preference is also given to hospitals affording residence training in the specialty in which treatment is sought. In the event that it is neither feasible nor economical in individual cases to use such hospitals, other hospitals will be used when equipped to give quality service as needed, and when approved by the Medical Consultant.

(4) Standards for Clinics

(a) Wherever feasible the State Division will utilize well organized clinics offering services of high quality, and operating under or approved by an official State Agency.

(5) Schools and Other Training Institutions

(a) The State Division will utilize only those schools, colleges, and other training institutions which are fully accredited by the Office of the Superintendent of Public Instruction or other official accrediting agency within the State wherein the facility is located.

DEFINITIONS

(1) Rehabilitation Facility: Defined in Section 1361.1 of the Federal Register as a facility which is operated for the primary purpose of providing vocational rehabilitation services to handicapped individuals and which provides, singly or in combination, one or more of the following services for handicapped individuals.

(a) Vocational rehabilitation services shall include under one management, medical, psychological, social and vocational services.

(b) Testing, fitting, or training in the use of prosthetic and orthotic devices.

(c) Prevocational conditioning or recreational therapy.

(d) Physical and occupational therapy.

(e) Speech and hearing therapy.

(f) Psychological and social services.

(g) Evaluation of rehabilitation potential.

(h) Personal and work adjustment

(i) Vocational training with a view toward career advancement in combination with other rehabilitation services.

(j) Evaluation or control of specific and other adjustment services to the blind.

- (k) Orientation and mobility services and other adjustment services to the blind.
- (2) Transitional or extended employment for those handicapped individuals who cannot be readily absorbed in the competitive labor market; provided, that all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to prescribe or supervise the provision of such services in the state.
- (3) Vocational (Work) Evaluation: A comprehensive process that systematically utilizes work, real or simulated, as the focal point for assessment and vocational exploration, the purpose of which is to assist individuals in vocational development. Vocational (Work) Evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process.
- (4) Work Adjustment: Work adjustment is a treatment/training process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop attitudes, personal characteristics, and work behavior; and to develop functional capacities, as required, in order to assist individuals towards their optimum level of vocational development.
- (a) Each facility providing work adjustment service for RSD clients will be required to submit a description of their work adjustment program to the State RSD Office for approval prior to acceptance of work adjustment fees. In addition, work adjustment will be authorized for a period of only three months at one time. At the end of the three months a report on the necessity of continuing work adjustment will be required from appropriate facility staff.
- (b) Work adjustment may NEVER precede vocational evaluation, and a vocational evaluation is always a prerequisite to work adjustment. Only if these two rules are followed by the facility, can work adjustment be authorized for RSD clients.
- (5) Sheltered Workshop: Sheltered Workshop is an institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment for an indefinite period of time to individuals who cannot meet the standards of the competitive labor market. Some individuals, however, may develop sufficient productive skill and adjustments which would enable them to move out of the facility into the competitive labor market.
- (6) Day Activity Center: A facility provides the initial phase of treatment for individuals both within the community and those discharged from the institution who are medically determined to be severely handicapped (mentally or physically). Its emphasis is in the provision of all, one or some of the following services:
- (a) Personal health and hygiene - encourage and train for proper care of body, use and selection of clothes, dietary considerations, basic safety knowledge.

(b) Social skills and attitudes - encourage and train socially acceptable manners relating to table manners, social, group and heterosexual contacts, value and use of money, methods and customs regarding the use of the telephone and use of public transportation, encourage and train for conduct relating to self, property and person of others, role of social institutions, individuals and group customs.

(c) Leisure time and recreational activities - encourage and train in the use of public recreational activities, churches, privately sponsored community programs, other social agencies, and home and individual leisure activities.

REHABILITATION FACILITIES

- (1) The Division will accept as its standards the standards of the Commission on Accreditation of Rehabilitation Facilities (CARF). These standards will be applied to any rehabilitation facility where the Divisions provide funding or purchase services or where the Division has formal cooperative agreements. Facilities accredited by CARF will be adjudged to be certified.
- (2) If certification is denied, the facility will be notified of the reason/reasons for such decision thirty (30) days in advance of the date on which no more services will be purchased by the RSD Division nor grants awarded by same. The Fair Hearing Process will be an available resource to facilities. (See Sub-Chapter 2 of Chapter 2 of these Montana Administrative Codes for the Fair Hearing Process).
- (3) Facilities are encouraged to apply for CARF accreditation. The fee for only the first CARF accreditation survey per facility may be reimbursed by the Rehabilitative Services Division, with the balance of operating costs to be paid by the facility. Any subsequent accreditation survey fees will have to be paid for by the facility itself.
- (4) Applications of Standards
 - (a) Any rehabilitation facility selling a service to the Division must have been certified by said Division as minimally meeting CARF standards. No facility will be utilized beyond 12 month provisional certification without CARF accreditation being demonstrated at the end of those 12 months. A delay in the CARF decision making process will be tolerated if it continues beyond the 12 month period.
 - (b) Grants will be considered only for those facilities possessing either provisional certification or CARF accreditation. Facilities seeking construction grants must also meet minimum standards described in Part 361.52 of the Federal Register.
- (5) Duration of certification
 - (a) The Rehabilitative Services Division will provide full certification upon receipt from the facility of records and reports attesting to its CARF accreditation. The tenure of the certification by the Rehabilitative Services Division shall be one year. The Division may in individual cases and at its sole discretion, provide

a provisional certification of the facility for up to six (6) months in tenure based upon records and reports; requests for an additional 6 months will be granted upon adequate information the facility is attempting to meet CARF accreditation.

(b) Arts and Crafts - encourage the crafting of items by individual clients for their own pleasure and satisfaction and not for sale.

- (6) Work Activities Center: Such a facility shall mean a workshop, or a physically separated department of a workshop having an identifiable program separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose. No sheltered workshop or separate department thereof shall qualify as a work activities center if the average productivity per handicapped worker is *\$1,775.50 or more per year as measured by dividing the total annual earned income of the work program less the cost of purchased materials used, by the average number of clients in the work program or, if wage payments are primarily at piece rates, the average annual labor rate per client is *\$1,275.00 or more as measured by dividing the total annual wages of the clients by the average number of clients in the work program. These figures are subject to change in the minimum wage law implemented by the U.S. Department of Labor. (The average number of clients shall be determined by taking the average of the total number of clients in the work program on the last day of each quarter in the previous fiscal year, provided such average is representative of the average number of clients employed during the entire year). No individual workers whose productivity substantially exceeds this average shall be employed at less than the statutory minimum wage under a work activities center certificate. (A handicapped worker, whose productivity substantially exceeds the average, may be certificated under 29 C.F.R., Part 524 in rare and unusual cases where necessary to avoid extreme hardship, if he is unable to earn the statutory minimum because of his handicap, and if his production and earnings are included in the averages provided in this paragraph). Where information is not available for a year, a temporary certificate for not more than six (6) months may be issued based on the limited information available if it is represented that the center expects and has good reason to believe that the conditions hereinabove specified will be satisfied when one year's data are available. Information to be considered will include the severity of disability of the handicapped workers employed, or other pertinent factors (29 C.F.R., Part 525).
- (7) Speech Pathology: Primary emphasis of the facility is speech pathology, supported by appropriate audiological, medical, social, and/or vocational adjustment services.
- (8) Audiology: Primary emphasis of the facility is audiology, supported by appropriate speech pathology, medical, social and/or vocational adjustment services.

As of January 1, 1981 - no increase pending.

(a) It shall be an expressed condition of the Rehabilitative Services Division certification that they, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by the Rehabilitative Services Division, may review the facility's certification and may modify its certification decision. At the discretion of the Rehabilitative Services Division, such review may include an onsite visit. Certification by the state is not a guarantee of grants nor of purchases of services by the Rehabilitative Services Division.

(b) New Facilities - The Rehabilitative Services Division may in individual cases, at its own discretion, provisionally certify a new facility during the first year of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification. Findings of the Division's facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey, and services will not be purchased by the Rehabilitative Services Division, nor grants of money even considered until such provisional certification is attained.

(9) Provisional Certification - Minimum Requirements

(a) In order to receive provisional certification, the Rehabilitative Services Division must be provided with records, reports, and documents attesting to the facility's level of compliance with CARF standards for extension beyond 6 months. Evidence must be shown of the ability to meet CARF compliance within a 12 month period.

(10) Exclusion and Exceptions

(a) In general, the policy of the Division will be to include rather than exclude services and facilities from these rules and regulations. Exclusion will be approved by the Division Administrator. Examples of exclusion are:

- (i) Group homes.
- (ii) Hospitals, (not purporting to be a rehabilitation facility) schools and other training institutions, on-the-job training when such training is carried out in regular commercial or industrial enterprises and not supervised by an organizational entity meeting the definition of "Rehabilitation Facility".
- (iii) Half way houses.

(b) The above are presently being licensed by other appropriate state agencies, and this Division will accept their certification.

(11) Out-of-State Facilities: Only those out-of-state rehabilitation facilities accredited by CARF will be occasionally utilized by the Rehabilitative Services Division.

EXTENDED EMPLOYMENT PROGRAM

Definitions

- (1) SEVERELY HANDICAPPED PERSON: A person who has a physical or mental impairment which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure and any other disability, specified by the department in regulations it shall prescribe; and/or a person who, because of lack of social competence, mobility, experience, skills, training, or other successful characteristics, is in need of sheltered employment or work activity services in a protective setting.
- (2) PHYSICAL OR MENTAL DISABILITY: A physical or mental condition which materially limits, contributes to limiting, or if not corrected, will probably result in limiting any individual's activities or functioning.
- (3) SHELTERED WORKSHOPS: A charitable organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature - and which is certified by the Rehabilitative Services Division.
- (4) WORK ACTIVITY CENTER: A physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose - and which is certified by the Rehabilitation Services Division.

Objectives

- (1) The objectives of this program as identified by the Rehabilitative Services Division are:
 - (a) The creation of additional employee work stations.
 - (b) The provision of alternate types of care for current institutional population.

(c) The provision of opportunity for severely disabled persons (who cannot be readily absorbed in the competitive market) to participate in Sheltered Workshop and Work Activity Center programs in Montana.

Functions of Community Services Division

- (1) The two main functions of the Community Services Division in this program are:
 - (a) Providing casework services related to the service goal of keeping the subsidized individual on the job during the prolonged workshop experience plus aiding in the preparation of him/her for advancement from the workshop situation.
 - (i) The workshop personnel and RSD/VSD staff, having extensive experience with problems facing this group of people, will be planning resources in developing appropriate supportive service by which the service goal may be attained.
 - (ii) The social service worker is responsible for aiding the procurement of adequate housing, if necessary; arranging transportation for health or employment needs; day care, when appropriate; developing appropriate resources relating to money management, dress, deportment on the job; as well as offering individual or group counseling as needed.
 - (b) Community Services Division will assign a representative to the Extended Employment Committee for each facility.

Functions of Rehabilitative Services Division

- (1) The Rehabilitative Services Division has five main functions:
 - (a) To administer the extended program including:
 - (i) Allocation of extended monies to workshops.
 - (ii) Payment of extended monies to workshops.
 - (iii) Evaluation of the results of the extended payments related to subsidy program goals.
 - (b) To participate with Community Services Division and the workshops and Work Activity Centers to assure that all clients referred for extended employment have been evaluated and determined to be appropriate for placement in sheltered employment.

(c) To refer appropriate clients to certified workshops and Work Activity Centers, particularly those who are joint Community Services Division and RSD/VSD clients.

(d) To assist in periodically re-evaluating clients who are closed in sheltered employment to assess their ability to profit from further RSD/VSD services, and to reopen such cases as may be able to benefit.

(e) Supportive services required by individuals in the Extended Employment Program will be arranged by members representing Social Services or by the community worker.

(i) RSD must be the first source of training opportunities to be considered for any individual, age 16 or over, who is not legally blind but whose condition is of a physical, mental or emotional nature. VSD must be the first source of training opportunities to be considered for any individual, age 16 or over, who is legally blind.

(ii) Emotional problems include the standard psychiatric classifications of mental retardation, psychoneurosis, or psychosis. To qualify in these categories there must be substantial evidence that the maladaptive behavior has been of sufficiently long duration to constitute a pattern of behavior and is not merely a situational reaction to crisis. There must also be supporting evidence to indicate that the behavior has substantially prevented the person from holding regular, suitable jobs. Included as eligible for Rehabilitative Services Division training or rehabilitation services are those people who have been functioning but substantially below the capability they may attain through Rehabilitative Service Division services.

Extended Employment Committees

(1) Guidelines

(a) A multi-agency committee shall be established at each sheltered workshop and Work Activity Center participating in the legislatively approved extended program. Each committee shall have representatives from the facility, Social Services, and RSD/VSD (the Vocational Rehabilitation Facility Liaison Counselor and the Regional Developmental Disabilities Community Worker). The Special Projects Bureau Chief is always an ad hoc member of the Committee and shall vote to break ties.

- (2) The purposes of the Extended Employment Committees are:
 - (a) To screen referrals for appropriateness of certification to the extended program. The Special Projects Bureau Chief should be consulted if there is any question as to appropriateness of a given workshop for a given client.
 - (b) To certify disabled persons to extended slot, in a particular workshop or Work Activity Center.
 - (c) To identify client goals. The client should be involved actively in the process of determining his appropriateness for sheltered employment under this program. Goals should be set with the clients, not just for the client and each client should know what he can expect from this program and what he must put into the program. A written plan should be developed for each client and must be a part of the workshop, Social Service file, and the RSD/VSD file.
- (3) To monitor, coordinate, or provide services to extended clients:
 - (a) Community Services Division social service worker should provide casework services.
 - (b) RSD/VSD counselor should periodically ascertain client readiness for additional Vocational Rehabilitation services.
 - (c) Workshop member should represent all workshop functions.
 - (d) Community workers should provide purchase of service functions.
- (4) To de-certify clients:
 - (a) When the absences of clients are too frequent for them to be gaining from workshop experiences.
 - (b) When clients are deceased.
 - (c) When clients move from area.
 - (d) When clients can't tolerate the program.
 - (e) When clients reaches a level of productivity which no longer requires program.
- (5) To determine when and how long slots should be held open for absent enrollee.

- (6) To assess at least every six months the status of the client enrolled in extended slots to determine their progress, develop new goals, and otherwise review the written plan. The assessment should be committed to written plan. The assessment should be committed to writing with a copy in the workshop files and in the Social Service and in the Vocational Rehabilitation case records.

Rules for Extended Employment Program

- (1) A client extended slot which remains vacant for a period of 60 days will be subject to removal from the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.
- (2) A facility which is unable to provide consistent services minimally six hours per day five days per week, to extended clients, is subject to a reduction of the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.
- (3) Should the services of a facility which provides extended services to clients of RSD/VSD fall below minimum standards, the facility will be notified in writing of the deficiencies and be given a specific period of time to make corrections. Should corrective measures not be made, the facility will be subject to lose all allocated slots of the Extended Employment Program.
- (4) Facilities are required to notify the Rehabilitative Services Division Facility Liaison Counselor when a client has been absent from the program for three consecutive work days. The facility is responsible for informing the specified Rehabilitative Services Division personnel of the reason for the absence. The Rehabilitative Services Division personnel has the authority to excuse, or not excuse the absences. This fact will be viewed as one of the followups by the RSD/VSD Counselor.

Appointment of Extended Employment Committee

- (1) County directors assign a social worker as liaison to a particular workshop.
- (2) RSD/VSD assign liaison Vocational Rehabilitation Counselors to a particular workshop.
- (3) Each workshop director identifies a nominee to the committee - usually the director or professional staff member.
- (4) Developmental Disabilities Regional Supervisors assign DD Community Workers.

- (5) The Rehabilitative Services Special Projects Bureau Chief will be an ad hoc committee member and will assist the workshop director to get the committee started and help solve any organizational problems that might develop.

Organization of Committee

- (1) Each committee will elect a chairman of its choice. While the workshop representative would seem a logical choice to chair the committee, the members may appoint someone else.
- (2) Each committee will meet as needed to carry out its purposes. Larger workshops with greater numbers of extended work stations may find it necessary to meet quite regularly while smaller workshop committees may meet infrequently beyond initiation of the program. .
- (3) Each committee will keep minutes of its meetings and keep such minutes on file at the workshop. Minutes should identify, for each referral, the reasons for acceptance or rejection into the program and the recommended client goals.
- (4) Three of the four committee members must be present to conduct business.
- (5) The committee should make a concerted effort in decision making and not certify a client into the program who does not meet the approval of each member. However, an occasional impasse may occur. In the event that a decision is not possible, decisions will be appealed to the Chief of the Special Projects Bureau.

Determining Certification into Extended Slots

- (1) Criteria for determining which clients are certified into extended slots shall be as follows:
 - (a) All referrals must have undergone a comprehensive work evaluation by Rehabilitative Services Division which is the referral source.
 - (b) The caseworker shall make a determination as to whether the referral is a recipient of Supplemental Security Income or Medical Assistance. Priority will be given to this group who would be entitled to Purchase of Service using federal funds from Family and Adult Services. However, Rehabilitative Services Division will fund subsidy slots using unmatched monies where clients meet remaining criteria.

- (c) Institutional History: Priority should be given also to those referrals who have been institutionalized in state institutions and who have been rehabilitated to the point of readiness for sheltered employment. Slightly lower priority shall be given to those referrals who have not been institutionalized but who are adjudged to be candidates for institutionalization if not provided sheltered employment.
- (d) Productivity Level: Since the purpose of this program is to provide sheltered employment for the severely disabled, the committee shall give greater weight to "obviously low" producers as compared with those who are only "marginally" productive. "Obviously low" producers are identified as being up to 50 percent productive (when compared with normal non-handicapped workers). "Marginal" producers would range between 50-75 percent productivity and be paid that percentage of the prevailing wage. These individuals usually "earn their own way" to a great extent and the workshop requires relatively little financial support outside of product sales. Workers classified as over 75 percent shall not be certified to the extended program as they are productive enough to contribute their share of the overhead and they are approaching the point of readiness for competitive employment.
 - (i) Productivity level would be determined in the evaluation process.
 - (ii) An amount considered necessary to subsidize the net loss of a workshop serving this client population will be determined by each facility and used as the payment required.
- (e) The Extended Committee shall develop and maintain a prioritized "waiting list" from which candidates shall be drawn when vacancies occur; such prioritized list shall be developed along the lines of the criteria described in these guidelines.

Priorities

- (1) Applicants entitled to Social Services who are Developmentally Disabled must utilize funds available through the Purchase of Service Program. Other applicants entitled to Social Services and not eligible for Purchase of Service should be the first priority for Extended Employment.

5/1/81

The Rehabilitative Services Division does not have the need or the resources to support, (either directly via grants or indirectly through the purchase of services listed below) other than the following eight rehabilitation facilities at the following addresses.

Billings Workshop
200 South 24th
Billings MT 59101
Phone: 248-9115
Services Purchased: *VE, WAT, VR-EE

Butte Sheltered Workshop
207 South Montana
Butte MT 59701
Phone: 723-6501
Services Purchased: VE, WAT, VR-EE

Eastern Montana Industries
P O Box 636
Miles City MT 59301
Phone: 232-3740
Services Purchased: VE, WAT, VR-EE

Missoula Opportunity Workshop
1005 Marshall
Missoula MT 59801
Phone: 543-3596
Services Purchased: WAT, VR-EE

Helena Rehabilitation Industries
1325 Helena Avenue
Helena MT 59601
Phone: 442-8632
Services Purchased: VE, WAT, VR-EE

Flathead Industries for the Handicapped
305 Third Avenue East
Kalispell MT 59901
Phone: 755-7676
Services Purchased: VE, WAT, VR-EE

Easter Seal Adult Training Center
4400 Central Avenue
Great Falls MT 59401
Phone: 727-3151
Services Purchased: VE, WAT, VR-EE

Missoula Rehabilitation Center
Evaluation Unit Professional Village
515 Kensington Suite 2A
Missoula MT 59801
Phone: 728-0820
Services Purchased: VE

This policy deals only with the three (3) services of VE, WAT, and VR-EE because the Rehabilitative Services Division spends one third of its general case services budget plus \$200,000 in state dollars on these services.

*VE - Vocational Evaluation
*WAT - Work Adjustment Training
*VR-EE - VR-Extended Employment

PROGRAM ACTIVITY REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: Billings, Butte, EMS, ESATC, Flathead,
HRI, Msla Opp, Msla Rehab. Date: November, 1981
Reporting Quarter: _____ Cumulative Period: 7/1/80 thru 6/31/81

	PROGRAM TITLE & TYPE			
	VE	WAT	VR-EE	PLACEMENT ¹
A. Referral to Program Start (all program types)	CUMULATIVE	CUMULATIVE	CUMULATIVE	CUMULATIVE
1. Referrals received	591	157	25	186
2. Waiting List Total	23	17	10	10
3. Losses (will not start)	56	17	2	26
4. Program Starts	521	132	21	150
5. Loss percent	10%	11%	9%	15%
6. ★ Served	607	137	54	146
7. Capacity	600	55	42	
8. Utilization Rate \bar{x}	89.7%	96.14%	108.71%	²

*This number should reflect the total (not just VR sponsored) number of people served by Voc. Eval Units.

¹This column contains the statistics of only four (4) facilities.

²Not enough statistics furnished to derive a statewide statistic.

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

VOCATIONAL EVALUATION: RESULTS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: Billings, Butte, EMI, ESATC, Flathead,
HRI, Msla Rehab

Date: November, 1981

Reporting Quarter: _____

Cumulative Period: 7/1/80 thru 6/31/81

A. <u>PROGRAM RESULTS</u>	CUMULATIVE	
	No.	Percent
1. Placement for competitive employment recommended	108	22
2. Skill training, OJT, college or secondary school recommended	164	31
3. Extended employment, unpaid family worker or home-maker recommended or homebound	31	6
4. Work adjustment services recommended	138	26
5. Not feasible — non-vocational services recommended	52	10
6. Not feasible — no services recommended	5	1
7. Evaluation not completed — no vocational recommendations	22	4
8. Total closures (Sum of 1-7)	523	100
9. Clients for whom major recommendations accepted	426	82
B. <u>Program Efficiency</u>		
1. Average number program days, all clients closed	6.56	XXXXXXXX
2. Average cost to RSD per client completing program (A - 1-6 above)	\$555.10	XXXXXXXX

COMMENTS:

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING: RESULTS REPORT

MONTANA REHABILITATION FACILITIES - MIS

Billings, Butte, EMI, ESATC, Flathead,

Facility: HRI, Missoula Opp.

Date: November, 1981

Reporting Quarter: _____

Cumulative Period: 7/1/80 thru 6/31/81

Program Title: _____

Program Type: _____

A. PROGRAM BENEFITS	CUMULATIVE	
	No.	Percent
1. FULL-TIME COMPETITIVE EMPLOYMENT	29	36
2. PART-TIME, SEASONAL OR TEMPORARY EMPLOYMENT	15	18
3. SHELTERED WORK / WORK ACTIVITY (VR - EXTENDED EMPLOYMENT)	10	12
4. ON-THE-JOB TRAINING	11	13
5. ACCEPTED FOR FULL-TIME SECONDARY SCHOOL OR COLLEGE	2	3
6. ACCEPTED FOR VOCATIONAL OR SKILL TRAINING	9	11
7. HOMEMAKER	3	4
8. UNPAID FAMILY WORKER	2	3
9. TOTAL (SUM OF 1-8)	81	67
10. TRANSFER TO OTHER VOCATIONAL PROGRAM (OTHER THAN NOS. 1-8) (TITLE XX)	3	3
11. NONE OF THE ABOVE BENEFITS	36	30
12. TOTAL CLOSURES (9 + 10 + 11 = 12)	120	100
13. AVERAGE GROSS WEEKLY EARNINGS IN FULL-TIME COMPETITIVE EMPLOYMENT	\$ 133.53	
14. AVERAGE GROSS WEEKLY EARNINGS IN PART-TIME, SEASONAL OR TEMPORARY EMPLOYMENT	\$ 84.03	
15. AVERAGE GROSS WEEKLY EARNINGS IN SHELTERED WORK	\$ 47.58	
B. PROGRAM EFFICIENCY		
1. AVERAGE NUMBER PROGRAM WEEKS, ALL CLIENTS CLOSED	18	
2. AVERAGE COST TO RSD, (ITEM 12 ABOVE)	\$ 1,160.22	

COMMENTS:

EXTENDED EMPLOYMENT: RESULTS REPORT

MONTANA REHABILITATION FACILITIES - MIS

Billings, Butte, EMI, ESATC, Flathead

Facility: HRI, Missoula Opportunity Workshop

Date: November, 1981

Reporting Quarter: _____

Cumulative Period: 7/1/80 thru 6/31/81

	CUMULATIVE	
	NUMBER	PERCENT
A. PROGRAM BENEFITS		
1. Competitive employment	3	25
2. Transfer to other vocational program or skill training	2	17
3. Closed, placed into Status 00	0	0
4. Closed, not available for review and re-evaluation	7	58
5. TOTAL (sum of 1 - 4)	12	100
6. Placed into post employment, Status 32 (remain at facility)	1	XXXXXXXXXX
7. Maintained in facility or workshop employment following administrative review	37	XXXXXXXXXX
8. Average gross weekly earnings, clients in competitive employ.	\$130.80	XXXXXXXXXX
9. Average weekly earnings, all clients in extended employment	\$ 36.97	XXXXXXXXXX
B. PROGRAM EFFICIENCY		
1. Average number months, clients closed in competitive employment or transferred (Items 1 and 2 above)	7.8	XXXXXXXXXX
2. Average monthly program cost to RSD per client in extended employment	\$448.48	XXXXXXXXXX

COMMENTS:

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EVALUATION PROGRAM: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES - MIS

Billings, Butte, EMI, ESATC, Flathead

Facility: HRI, Missoula Rehab

Date: November, 1981

Reporting Quarter: _____

Cumulative Period: _____

7/1/80 thru 6/30/81

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 PROGRAM COMPLETORS		COLUMN 3 NON-COMPLETORS	
	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
<u>NOTE:</u> (Nos. 1 - 12 Primary disability only)						
TOTAL NO. OF PERSONS	27	100	520	100	14	100
1. Blind			10	2		
2. Visually Impaired			5	1		
3. Deaf			1	.2		
4. Hard of Hearing			1	.2		
5. Mentally Ill	3	11	63	12	6	43
6. Mentally Retarded, not Developmentally Disabled	1	4	35	7		
7. Cerebral Palsy, not Developmentally Disabled			7	1		
8. Epilepsy, not Develop. Disabled			10	2		
9. Developmentally Disabled	2	7	14	3		
a. Mentally Retarded			78	15	1	7
b. Cerebral Palsy			7	1		
c. Epilepsy			8	2		
10. Character & Personality Disorders			33	6	2	14
11. Addictive Disorders	1	4	8	2		
12. Other Orthopedic or Medically Disabled	20	74	240	46	5	36
13. Multitply Disabled (more than one of the above)	5	19	142	27	7	50
14. Severely Disabled	3	11	237	46	9	64
15. Never worked	2	7	68	13	6	43
16. Minorities	0		19	4	2	14
17. Age under 18	0		10	2		
18. Age 18 - 21	2	7	115	22	6	43
19. Age 22 - 54	23	85	367	71	8	
20. Age 55 and over	1	4	18	4		
21. No High School Diploma or equivalency	12	2	156	30	7	50
22. Special Education	2	.4	96	19	4	57
23. Received public support	7	26	169	33	11	79
24. History of institutionalization	7	26	94	18	9	64

COMMENTS:

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES - MIS

Billings, Butte, EMI, ESATC,

Facility: Flathead, HRI, Missoula Opportunity

Date: November, 1981

Reporting Quarter: _____

Cumulative Period: 7/1/80 thru 6/30/81

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 VOCATIONAL BENEFIT		COLUMN 3 TRANSFERRED, NO VOCATIONAL BENEFIT	
NOTE: (Nos. 1-12 Primary Disability only)	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
TOTAL NO. OF PERSONS	14	100	80	100	44	100
1. Blind			1	1		
2. Visually impaired			1	1		
3. Deaf						
4. Hard of hearing						
5. Mentally ill			24	30	8	18
6. Mentally Retarded, not Developmentally Disabled	7	50	10	12	14	32
7. Cerebral Palsy, not Developmentally Disabled	1	7	3	4		
8. Epilepsy, not Develop. Disabled			2	3		
9. Developmentally Disabled:						
a. Mentally Retarded	2	14	19	23	5	11
b. Cerebral Palsy	1	7	2	3	1	2
c. Epilepsy			1	1	1	2
10. Character & Personal. Disorders	1	7	3	4	4	9
11. Addictive Disorders			2	3	1	2
12. Other Orthopedic or Medically Disabled	2	14	12	15	10	23
13. Multiply Disabled (more than one of the above)	6	43			18	41
14. Severely Disabled	8	57			22	50
15. Never worked	8	57	20	25	4	9
16. Minorities	1	7	4	5	1	2
17. Age under 18	1	7	1	1	1	2
18. Age 18 - 21	4	29	20	25	8	18
19. Age 22 - 54	10	71	54	68	27	61
20. Age 55 and over	0	0	6	8	1	2
21. No High School Diploma or equivalency	6	43	40	50	17	3
22. Special Education	10	71	39	49	21	4
23. Received public support	5	36	42	53	30	6
24. History of institutionalization	3	21	26	33	18	4

COMMENTS:

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CLIENT CHARACTERISTICS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Billings, Butte, EMI,

Facility: Flathead, HRI

Date: November, 1981

Reporting Quarter: _____

Cumulative Period: 7/1/80 thru 6/31/81

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 COMPETITIVE EMPLOY. OR TRANSFERRED		COLUMN 3 ALL OTHER CLOSURES	
	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
NOTE: (Nos. 1-12 Primary disability only)						
TOTAL NO. OF PERSONS	2	100	4	100	10	100
1. Blind						
2. Visually Impaired						
3. Deaf						
4. Hard of Hearing			1	25		
5. Mentally Ill	1	50	2	50	6	60
6. Mentally Retarded, not Dev. Disab.			1	25	1	10
7. Cerebral Palsy, not Devel. Disabled						
8. Epilepsy, not Develop. Disabled						
9. Developmentally Disabled:						
a. Mentally Retarded					1	10
b. Cerebral Palsy						
c. Epilepsy						
10. Character & personality Disorders					1	10
11. Addictive Disorders						
12. Other Orthopedic or Medically Disabled	1	50			1	10
13. Multiply Disabled (more than one of the above)			1	25	5	50
14. Severely Disabled	1	50	1	25	9	90
15. Never worked			2	50	3	30
16. Minorities					1	10
17. Age under 18						
18. Age 18 - 21	1	50	1	25	3	30
19. Age 22 - 54	1	50	3	75	6	60
20. Age 55 and over					1	10
21. No High School diploma or Equiv.					7	70
22. Special Education			2	50	3	30
23. Received public support			2	50	5	50
24. History of institutionalization			1	25	6	60
25. Educable Mentally Retarded			1	25		
26. Trainable Mentally Retarded						

COMMENTS: One facility had no report and one facility had no closures in VR-EE, thus no report.

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CHARACTERISTICS OF CURRENT CLIENTS REPORT

MONTANA REHABILITATION FACILITIES - MIS

Billings, Butte, EMI, ESATC,
Facility: Flathead, HRI, Missoula Opportunity Date: November, 1981

CLIENTS CURRENTLY REMAINING IN EXTENDED EMPLOYMENT		
CHARACTERISTICS (Nos. 1-12 Primary disability only)	NUMBER	% OF TOTAL
TOTAL NUMBER OF PERSONS	41	100%
1. Blind		
2. Visually Impaired	1	2
3. Deaf		
4. Hard of Hearing		
5. Mentally Ill	17	42
6. Mentally Retarded, not Developmentally Disabled	9	22
7. Cerebral Palsy, not Developmentally Disabled	3	7
8. Epilepsy, not Developmentally Disabled		
9. Developmentally Disabled:		
a. Mentally Retarded	2	5
b. Cerebral Palsy	1	2
c. Epilepsy		
10. Character and Personality Disorders		
11. Addictive Disorders	1	2
12. Other Orthopedic or Medically Disabled	7	18
13. Multiply Disabled (more than one of the above)	23	56
14. Severely Disabled	33	81
15. Never worked	9	22
16. Minorities	2	5
17. Age under 18	0	
18. Age 18 - 21	1	2
19. Age 22 - 54	28	68
20. Age 55 and over	12	29
21. No High School Diploma or Equivalency	18	44
22. Special Education	9	22
23. Received public support	29	71
24. History of institutionalization	22	54
25. Educable Mentally Retarded	8	20
26. Trainable Mentally Retarded	2	5
27. In extended employment less than one year	13	32
28. In extended employment one to two years	10	24
29. In extended employment two years or more	18	44

COMMENTS:

